

CONFIDENTIAL

M I N U T E S

TRAINING OFFICERS MEETING

T h u r s d a y
14 Oct 54

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 14-78 By: 622

ATTENDANCE:

Mr. Baird, D/TR

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UNFINISHED BUSINESS:

1. Current Policies Pertaining to External Training

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[REDACTED] explained the principles underlying the policy statement regarding external training. Some modifications in a previous draft were made, principally with respect to the limitations on external training only for personnel that had achieved career staff status with the Agency. Since requirements exist to process non-career staff personnel into external training programs, the policy statement has been liberalized so that such personnel who have declared their intention to apply for career staff status may receive such training.

Further discussion of external training policy resulted in the conclusion that the overriding criterion should be the return to the Agency on the investment in the individual. [REDACTED] further discussed the composition, and methods of procedure of the Qualifications Review Panel, pointing out that its main objective is to determine the most qualified candidates of those nominated to receive external training.

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For the immediate future, the Panel will expend its efforts on those considered for full-time training. Later, they may broaden their interests to include attention to those selected for part-time internal training. It was pointed out that the Training Officer concerned as well as the supervisor of the individual will be invited to sit with the Panel to participate in its deliberation.

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2. Roster of Language Specialists

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██████████ presented a draft memorandum containing a form to be executed by the personnel in the Agency who possess various kinds of language proficiencies. It was the consensus of the group that an inventory of language skills could serve both instructional and other purposes of the Agency. The discussion of this subject raised the point made in a previous meeting by ██████████ that a general survey of the capacity of Agency personnel to perform duties as instructors should also be conducted.

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As a result of the ensuing discussion, it was agreed that such a survey of instructional skills should be initiated. The Plans and Research Staff of the Office of Training will work with the Clandestine Services Training Committee to prepare the action required to put the survey into effect.

3. Medical Clearance for Training ██████████

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██████████ reported upon the results of a meeting with representatives of the Medical Office and the Office of Training which was held to discuss problems arising out of Medical Office clearances for Agency personnel ██████████ to participate in full-time training courses and in shorter orientation courses. In a cited instance, the medical clearance was withheld, not because of any discoverable medical reason, but simply because the last physical examination of the individual on record in the Medical Office was not of recent enough date to permit his clearance for the course in question.

The Director of Training requested the Chief, Plans and Research Staff to explore this problem with the Medical Office to determine (a) whether or not this problem is being made a part of Agency regulations; and, (b) if so, to what extent does it distinguish between full-time training such as Phase II, where the physical demands are exacting upon the individual, and orientation courses where the participant is merely an observer.

4. Administrative Refresher Course

The Tentative Schedule for the Administrative Refresher Course was disseminated to the members present with the announcement that the course will be offered on 29 November ██████████ provided suitable classroom space is available. Director of Training requested Chief, Plans and Research Staff to examine into the space problem and report at the next meeting.

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5. Conflict in Dates between CFA Capsule and Denied Areas Seminar

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██████████ expressed concern over the number of courses being offered on approximately the same date, pointing out that four people in the Resistance Operations course would also like to take the CFA capsule. Since OTR is prepared to offer the capsule on 25 October and would like to present it on that date, it was decided that no change would be made in the date of this presentation.

6. Enrollment in the Anti-Communist Operations Course

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The D/TR observed that only three persons were enrolled in the Anti-Communist Operations course as of 14 October and that the closing date for enrollment was 15 October. He further pointed out that the Chief Instructor, ██████████ had planned to present the course with the assistance of a number of high-level DD/P personnel as guest lecturers who could not be expected to appear to a class as small as three people. At the request of ██████████ cancellation of the ACO #1 was postponed until 18 October pending the results of an effort on the part of the Clandestine Services Training Officers to enroll more students in the course.

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Should this effort fail, the D/TR suggested that he send personal letters to those invited to participate as instructors advising them the course had been cancelled in view of the lack of students enrolled by DD/P divisions. ██████████ was instructed to prepare the appropriate letters for this purpose.

In the Registrar's report, the DD/TR noted that the basic courses reflected a marked increase in enrollments whereas the specialized and advanced courses remained undersubscribed. The D/TR suggested that the Clandestine Services Training Committee advise the Chief of Operations, DD/P on the manner in which the 5% quota was being administered by DD/P divisions. It was pointed out that the 5% quota requirement may very well be reducing, rather than increasing, the number of personnel processed into training. At any rate, it was concluded that the 5% quota was failing in its original objective of getting DD/P personnel into specialized and advanced courses.

7. Draft Regulation on Training Material for Foreign IS

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██████████ stated that the interested persons in FI have no objection to this paper, but they recommend Classes II, III, and IV be considered as one unit. To promote maximum utility, dissemination should be as wide as possible within the bounds of security. At D/TR's suggestion, ██████████ will continue work on modification of the regulation and the original document.

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NEW BUSINESS:

1. Registration for Next Presentation, Phase III

Despite the large number awaiting enrollment in Phase III, it was declared impossible to take more than 50 people. [REDACTED] will make a review of 70 returnees to determine how many may be more eligible for the Clandestine Services Review course.

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2. Covert Training Equivalent of Required Courses

Since under the present system, covert training varies for each individual, there can be no general statement of equivalents.

[REDACTED] will consult [REDACTED] on the subject.

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3. Training Officers' Orientation Program

It was agreed a need exists for a new program to orientate newly arrived Training Officers.

4. Requirements for Elementary English Teacher to be Furnished by OTR

A survey conducted among DD/P divisions indicates a person should be made available for the instruction of English to foreigners. D/TR suggested such an individual be placed on contract status for one year.